

The City of Morgantown is seeking a highly organized and motivated professional for the position of Financial Analyst/Executive Assistant.

The incumbent will collect, summarize and interpret financial data for the use of executive management for Airport Operations.

Assists with interim and year-end closing consolidation procedures for independent accountants. Coordinates the compilation and consolidation of monthly actuals, annual budgets and quarterly forecasts. Communicates with the city finance department to ensure that consolidation deadlines are met.

Designs and implements procedures as needed.

The duties include but not limited to compiling consolidated financial statements for submission to Airport Director, City Finance Department and independent auditors.

Maintaining appointment calendar for Director; assist in the planning, gathering of information, and preparation of public and private meetings, conferences, and conference telephone calls; and notify meeting and conference participants.

Interfacing with external auditors and responds to audit reports. Implements and complies with FAA recommendations and guidance.

Maintaining an adequate inventory of supplies and equipment and requisition for supplies, maintenance and purchase of equipment, and services for the Department; prepare and maintain payroll documentation for the Department.

Establishing extensive contact with other departments and the general public on a daily basis; frequent contact with other agencies, news media, and State and Federal officials as tasked by Airport Director.

Ensuring all third-party reporting is completed and submitted in accordance with various agreements, FAA, TSA, City.

Overseeing and/or performing internal audit function; various annual audits of concessionaires, car rental companies and internal departments.

Training, maintaining, and working as part of a twenty-four (24) hour a day operation to ensure the safety and security of all individuals and aircraft using the airport facility.

Maintaining regular contact with airlines and other airport tenants to discuss and plan matters such as service, facilities, difficulties, and future needs and requirements.

Assisting in establishing and maintaining an effective working relationship with airport employees, other city employees, contractors, vendors, and the general public.

Processing payroll and monthly reports.

Producing minutes.

MINIMUM QUALIFICATIONS:

Must possess an accounting, finance, or related business degree.

Must possess a valid driver's license.

Must possess at least two (2) years accounting, finance or business related experience, preferably in the field of airport operations.

Must pass and continue to pass background investigations.

Must be able to lift fifty (50) pounds.

Salary Range: \$47,000-\$50,000 depending on experience along with an attractive benefits package.

Interested individuals should submit a resume to the City of Morgantown, 389 Spruce Street, Morgantown, WV 26505, Human Resources Department by 5:00 pm on June 13, 2016.

Come to work; come to grow with one of the country's designated 'Best Small' cities.

The City of Morgantown is an EOE/AA.